



Arizona State Board of Pharmacy

Physical Address: 1616 W. Adams, Suite 120, Phoenix, AZ 85007
Mailing Address: P.O. Box 18520, Phoenix, AZ 85005
p) 602-771-2727 f) 602-771-2749 www.azpharmacy.gov

APPLICATION INSTRUCTIONS FOR PHARMACIST LICENSURE BY FULL EXAM OR SCORE TRANSFER

To apply for an Arizona pharmacist license you must have the following qualifications: You must be a graduate of an accredited US Pharmacist degree program. If you are a graduate of a foreign university, you must submit a copy of your FPGE certificate. You must also be a US citizen or a legal resident with permission to work in the United States and must meet all current US immigration policies. **Foreign graduates who are here on a student visa Or H-1B visa must check with the Licensing Coordinator before submitting your application!**

Complete the online application on our website at www.azpharmacy.gov. This is the preferred method to expedite the process. The online application can be found under the **Pharmacist Tab** at the top of our home page. Click on **"Apply for a pharmacist license online"**. This will pop open a second page. From there, click on **"begin a new application"** and scroll down until you find **"pharmacist"** in the box. Click on **Apply by Full Exam** if you need to take **both the NAPLEX and MPJE** exams for licensure and follow the instructions online.

Select **Score Transfer** if you have score transferred your NAPLEX exam score to Arizona, and will only be taking the Arizona MPJE exam. **NOTE: Transferred NAPLEX scores are valid for 1 year only from the date of testing.** If your NAPLEX score has expired please contact the Board.

For those applicants applying online, you will be required to pay by credit card to complete the application process. When you have successfully completed the online application process, **please print the receipt**. If you have applied online and feel that there may have been a processing error, please contact the board **before** trying to re-apply online.

A downloadable PDF application is available under the Pharmacist Tab for those having difficulty accessing the online application. **Please Note: paper applications must be hand entered and require additional processing time! PDF APPLICATIONS CANNOT BE FAXED OR EMAILED!!!!**

Other requirements for licensure:

1. A **PHOTOCOPY** of your **US birth certificate, US passport or permanent resident (green card)**. If you do not have one of these documents please contact the licensing coordinator prior to application!

DO NOT SEND ORIGINAL DOCUMENTS – THEY WILL NOT BE RETURNED!

2. **An official finalized college transcript SENT DIRECTLY from the college of pharmacy from which you graduated.** Because this must be received by this board in order to complete your application, please be sure to request the **FINAL TRANSCRIPT** to avoid delays. (A certified letter from the registrar stating you have graduated is acceptable until a finalized transcript is available). **You must have an official transcript on file even if your school sent a letter before your license can be issued !!**

NOTE: If you are a graduate of a foreign college or university, the following replaces the transcript: A copy of your FPGE certificate (Foreign Pharmacy Graduate Examination Certificate).

3. **1500 intern training hours.** To receive credit for out-of-state intern training hours, request that a letter of verification of your hours from the Board of Pharmacy where they were earned, or a verification of your rotation hours from the School of Pharmacy you attended. Intern hours should be sent to the Arizona State Board of Pharmacy. **Verifications from the school must be on school letterhead and signed by the Program Dean.**
4. **Character Voucher.** A printable copy is available online under the **FORMS** section on the left side of the home page. It is listed under **other forms!** You may have any pharmacist you have worked with sign this form. **NOTE: the Pharmacist cannot be a relative!**
5. **Proof of any name change** (i.e.: a notarized copy of a marriage license, divorce decree, court documents legally granting a name change.)

Once your application has been **processed** by the Board, you will receive a letter indicating your **application status and a copy of the Arizona Pharmacy Act Rules and Statutes.** You will not be eligible to test until **ALL ITEMS** have been **received** and **verified.**

6. **Registering for your exams with NABP** (National Association of Boards of Pharmacy)

You must register for your NAPLEX and MPJE exams at NABP'S website:

www.nabp.net

DO NOT REGISTER FOR YOUR EXAMS UNTIL 30 DAYS PRIOR TO YOUR GRADUATION DATE!

Registering early does NOT guarantee you an early test date! Test slots are determined by the completion of your application, not when you register!

Exams must be **PREPAID** and your name must appear on the roster sent to the Board to be marked eligible to test. You may take your exams in any order! Be sure to **READ CAREFULLY** all information posted on the site pertaining to exams. You will only be marked eligible to test if you have graduated and all items have been received by the Board. **NO EXCEPTIONS!**

Your ATT testing authorization number will be sent to you **from NABP via the e-mail address YOU entered when you registered for your exams.** Be sure to check both your in box and your spam folder for emails from NABP. If you delete or can't open you NABP e-mail contact:

NABP Customer Service at 847-391-4406.

Do not call the Board! We cannot help you!

Checking your scores!

You may check your score from the home page of our website at: www.azpharmacy.gov. Click on the link to the NABP website and follow the instructions for logging in to view and print out your score. You may also call the Board for scores at **602-771-2727**. You will be given a PASS or FAIL answer only. No scores will be provided by phone.

NABP will release scores within 48 hours (2 business days) of the exam, provided that there are no testing issues with your exam. NABP does reserve the right to audit any exam at any time and hold your score until they have finished their audit. It does not mean that you did not pass the exam. Please note that if you score is held the Arizona Board is not advised of the reason for the hold. Generally a held score will clear within 5 to 7 business days. If you do not pass an exam; there is a mandatory waiting period to re-test. For the NAPLEX exam it is 91 days from the day of the exam. Re-tests for MPJE exam is 30 days from the date of the exam.

Remember, you will need to re-register and pay the exam fees AGAIN!

You may register at any time for your retest. Your ATT number will be released directly by NABP once your wait period has passed. It will be send to your E-mail address again.

7. **You have 1 year to complete licensure from the date we receive you application. Score transfer applicants must complete licensure prior to the 1 year expiration of your NAPLEX score.**

If you have any questions, please call:

**Valerie Suwinski,
Exams and Licensing Coordinator
602-771-2761
vsuwinski@azpharmacy.gov**

ASBP R-7 (Rev. 02/2013) vs

FAQ'S

NAPLEX: The North American Pharmacist Licensure Exam

The NAPLEX exam measures a candidate's knowledge of the practice of pharmacy. A NAPLEX score can be transferred to additional states if you seek licensure in those states. A score transfer allows you to proceed with licensure in other states once you have passed the NAPLEX exam. You should select score transfer at the time you register for your NAPLEX exam if you will be licensing in multiple states. You can also elect to score transfer your NAPLEX score up to 90 days after you've passed the exam. See the NAPLEX registration bulletin for additional information.

MPJE: Multistate Pharmacy Jurisprudence Examination

The exam combines both state and federal questions of law to test the candidate's knowledge of regulations and laws in the respective licensure jurisdictions. The MPJE exam is state specific and does not transfer to other states for licensure. The states of Arkansas, California, Guam, Puerto Rico, Virginia and the Virgin Islands do not participate in the MPJE as requirement for licensure. Be sure to check with each of these mentioned states if you will be licensing there.

How do I get study material for the exams?

Once the Board has received your application, we will send you a printed copy of the Arizona Pharmacy Law book for the MPJE exam. The book is also available on our website under the FAQ section of the home page. The Arizona Pharmacy Alliance also provides an online study course. For more information please visit their website www.azpharmacy.org. We do not provide study material for the NAPLEX exam. NABP does offer a NAPLEX practice exam for \$50 at their website.

I've submitted everything and I still don't have my ATT number or I can't get a testing date for 3+ weeks. Why?

Have you paid your fees and checked your email? Remember that you and 500 + Other applicants are all trying to test. Pierson Vue testing centers also administer multiple types of exams along with the NAPLEX and MPJE. They do offer testing 6 days per week, but remember that there are a limited number of slots open for testing. Practice patience! Be flexible with scheduling your exam time. Calling the Board will not help!

I've passed both of my exams, how do I get my license?

Once we receive both passing scores, a billing notice will be mailed to you for payment of your 1st year pharmacist license. You will need to return it with your payment (personal check or money order only)! We cannot accept credit cards online, by mail or in person! Once your payment is received your license will be processed and mailed to the address you indicated on your form. You may only work as a pharmacist when you have received your license in the mail! I will not re-invoice you if you have failed to notify the Board of your new address prior to testing!